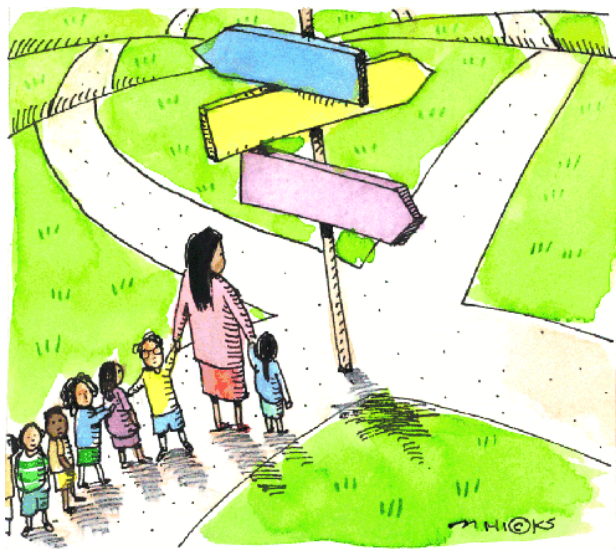




## **REQUEST FOR APPLICATIONS (RFA): #1101-05**

**District of Columbia  
Department of Human Services  
Office of Early Childhood Development**

### **Unified Communication Center (UCC) Child Development Center Operation**



**The Department of Human Services/Office of Early Childhood Development invites the submission of applications for funding through the U.S. Department of Health and Human Services Child Care and Development Block Grant.**

**Announcement Date: October 1, 2004  
RFA Release Date: October 8, 2004**

**Application Submission Deadline: Monday, November 1, 2004, 2:00 pm EST**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

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## ***N O T I C E***

### **PRE-APPLICATION CONFERENCE**

***WHEN:*** *Friday, October 15, 2004*

***WHERE:*** *Office of Early Childhood Development  
717 14<sup>th</sup> Street, NW  
8<sup>th</sup> Floor Conference Room  
Washington, DC 20005*

***TIME:*** *10:00 AM – 12:00 PM*

***CONTACT PERSON:*** *Diane V. Paige, Program Analyst  
Office of Early Childhood Development  
717 14<sup>th</sup> Street, NW  
Suite # 1200  
Washington, DC 20005  
(202) 727-1839*



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## Application Checklist UCC Child Development Center Operation

- ☐ The applicant organization/entity has responded to all sections of the Request for Applications (RFA).
  - ☐ The Applicant Profile, found in Attachment A, contains all the information requested and is attached to the outside of the submitted package or envelope.
  - ☐ The Program Budget is complete and complies with the Budget form in Attachment G of the RFA. The budget narrative is complete and describes the categories of items proposed.
  - ☐ The application is printed on **8½ by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margin. Applications which do not conform to this requirement will not be forwarded to the review panel.**
  - ☐ The Proposal Summary section is complete and is within the 3-page limit for this section of the proposal submission.
  - ☐ The Organization Experience and Qualifications Section is complete and is within the 2-page limit for this section of the proposal submission.
  - ☐ The Project Narrative Section is complete and is within the 20-page limit for this section of the proposal submission.
  - ☐ **The applicant is submitting the required four (4) copies of its proposal in binders. Of the four (4) copies, one (1) copy must be an original. Proposals will not be forwarded to the review panel if the applicant fails to submit the required four (4) copies in binders.**
  - ☐ The application proposal format conforms to the “Proposal Format” listed in Section G, page 25 of this RFA. **The review panel will not review applications that do not conform to the proposal format.**
  - ☐ The Certifications and Assurances listed in Attachments B and C are complete and contain the requested information.
  - ☐ The appropriate appendices, including program descriptions, staff qualifications, security clearances, individual resumes, licenses, and other supporting documentation are enclosed.
  - ☐ The application is submitted to OECD no later than 2:00 pm, EST on the deadline date of November 1, 2004.
  - ☐ The application is submitted with two original receipts, found in Attachment E, for OECD’s approval upon receipt.
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**District of Columbia  
Department of Human Services  
Office of Early Childhood Development**

**Request for Applications (RFA): #1101-05**

**UCC Child Development Center**

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**SECTION A - GENERAL INFORMATION**

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**A.1 INTRODUCTION**

- A.1.1 The Department of Human Services (DHS), Office of Early Childhood Development (OECD) is the lead agency in the District of Columbia responsible for providing child care services for District of Columbia children six (6) weeks through twelve (12) years of age. Additionally, OECD provides services to families that cannot afford quality child care at market prices, and that need child care at non-traditional hours, such as early mornings, overnight, weekends, and holidays.
- A.1.2 The UCC Child Development Center (CDC) is a newly constructed facility and shall provide services to the children of UCC employees, other District government employees, and Ward 8 families whose children are ages six (6) weeks to twelve (12) years. This program **shall not** provide School-Age Before and After Care. It will be located at 2720 Martin Luther King Jr. Avenue, SE, Washington, DC 20032.
- A.1.3 Information about the UCC Child Development Center (CDC), administrative organization, program expectations, and all other details are contained in this RFA. The Review Panel is an independent entity which shall consist of representatives with prior experience judging grant applicants.

**A.2 TARGET POPULATION**

- A.2.1 The on-site District Government Employee UCC CDC was established primarily for employees of the UCC as well as lower-income families living or working in the District of Columbia Ward 8. The center has a maximum capacity of sixty-seven (67) children.
- A.2.2 Ninety-five (95%), equal to sixty-three (63) slots at the CDC are reserved for the employees of the UCC and other District government employees. The remaining five (5%), equal to four (4) slots, shall be available first to children of working



parents in Ward 8 who qualify for District of Columbia subsidies, then to other families in the District at subsidy rate or the market rate.

A.2.3 The CDC is also open to families able to pay the full tuition as space is available.

### **A.3 ELIGIBLE ORGANIZATIONS/ENTITIES**

A.3.1 Applications are requested from licensed child care Providers in good standing and with experience in child care subsidy program eligibility determination.

### **A.4 SOURCE OF GRANT FUNDING**

A.4.1 The funds are made available through the Child Care and Development Block Grant from the U.S. Department of Health and Human Services.

### **A.5 AWARD PERIOD**

A.5.1 The grant award shall be for an initial period not to exceed two (2) years from the date of the award. Upon satisfactory performance, availability of funds, and at the discretion of the District, three (3) one-year renewable options may be exercised by the District.

### **A.6 CONTACT PERSON**

A.6.1 For further information, please contact:

Diane Paige  
Office of Early Childhood Development  
717 14<sup>th</sup> Street, NW, Suite 1200  
Washington, DC 20005  
Phone (202) 727-1839  
Fax (202) 724-7229

### **A.7 INTERNET**

A.7.1 Applicants who obtained this RFA through these websites shall provide the following:

<http://www.dhs.dc.gov>



- a) Name of organization;
- b) Key contact;
- c) Mailing address; and
- d) Telephone and fax numbers.

This information shall be provided so that the applicant shall receive updates and/or addenda to the UCC Child Development Center RFA.

## **A.8 PRE-APPLICATION CONFERENCE**

- A.8.1 The Pre-Application Conference shall be held on October 15, 2004, from 10:00 am – 12:00 pm, at the Office of Early Childhood Development (OECD), 717 14<sup>th</sup> Street, NW, 8<sup>th</sup> Floor Conference Room, Washington, DC 20005.

## **A.9 EXPLANATIONS TO PROSPECTIVE APPLICANTS**

- A.9.1 Applicants are encouraged to mail or fax any detailed questions to the contact person listed above. Questions submitted after October 27, 2004 shall not receive responses. Please allow ample time for mail to be received prior to the deadline date.

## **SECTION B – PROGRAM SCOPE**

### **B.1 SCOPE**

- B.1.1 DHS/OECD seeks to provide a grant to an organization capable of providing services at the UCC Child Development Center located at 2720 Martin Luther King Jr. Avenue, SE, Washington, DC. The proposed site contains 9,128 net square feet of program space. The CDC shall provide high quality, developmentally appropriate child care for a maximum of sixty-seven (67) children from infant to Pre-K, seven (7) days per week, twenty-four (24) hours a day with a minimum of eighteen (18) hours of operation during the initial start-up phase. The chosen Provider shall demonstrate the experience, ability, and willingness to initiate 24/7 services once the UCC is fully operational.

- B.1.2 The CDC shall serve sixty-seven (67) children comprised of the following groups:
- |              |                              |           |
|--------------|------------------------------|-----------|
| Infants      | (Ages 6 weeks – 12 months)   | 16        |
| Toddlers     | (Ages 13 months – 36 months) | 24        |
| Pre-K        | (Ages 3 years – 12 years)    | <u>27</u> |
| <b>TOTAL</b> |                              | <b>67</b> |





- B.1.3 Before and after care shall be provided and limited to the use of the multi-purpose room for children up to twelve (12) years of age. However, at no time is the program space to exceed sixty-seven (67) children. School age child care shall be considered once the pro-forma enrollment is stabilized.
- B.1.4 In its proposal, the applicant must demonstrate the organization's ability to:
- B.1.5 Develop a parent involvement plan;
- B.1.6 Maintain a waiting list for children to be enrolled in the center;
- B.1.7 Develop and provide a parent handbook to be distributed to all parents;
- B.1.8 Market the center and recruit and enroll children according to an established admissions policy, which gives priority to children of the UCC and other District Government employees and children of working parents in Ward 8 who qualify for the DC Child Care subsidy;
- B.1.9 Enroll children without regard to race, color, sex, religion, national origin, or special needs;
- B.1.10 Ensure the health, hygiene and safety of all children enrolled in the center, including its procedures for child security, emergencies, sick children, accidents, communicable disease control, and suspected child abuse/neglect;
- B.1.11 Meet the requirements of the U.S. Department of Agriculture Child and Adult Care Food Program and establish a meal plan. Meals and snacks shall include a wide variety of nutritious foods and menu items from various cultures. Provider shall include a program for the accommodations required by children on medically prescribed and special food restrictions/diets. Four (4) week menu plans shall be published and disseminated to the parents and shall include seasonal menu items;
- B.1.12 The applicant shall use the center's kitchen as a prep area only. Conventional ovens may not be installed or employed to cook food in the center.
- B.1.13 Provide a high quality, developmentally appropriate program consistent with the accreditation criteria of the National Academy of Early Childhood Programs (NAECP) and become accredited within one (1) year of opening the center;
- B.1.14 Customize its programs to accommodate a multicultural and multi-income population, and;
- B.1.15 Recruit and retain qualified personnel to achieve the appropriate child/staff ratio and adhere to the DCMR 29, Section 315, pages 9-12 and National Association for the Education of Young Children (NAEYC), <http://www.naeyc.org/> whichever is more stringent. The applicant must submit with its proposal a Work Plan (See Attachment F), a Staffing Plan (See Attachment G), and a Comprehensive Budget (See Attachment H).



## B.2 APPLICABLE DOCUMENTS

Item No.	Document Type	Title	Date
1	D.C. Official List	District of Columbia Wards <a href="http://www.dcboee.org/serv/maps/maps_index.shtm">http://www.dcboee.org/serv/maps/maps_index.shtm</a>	2004
2	D.C. Official List	Advisory Neighborhood Commissions <a href="http://anc.dc.gov/anc/site/default.asp">http://anc.dc.gov/anc/site/default.asp</a>	2004
3	D.C. Regulations	DCMR 29 Excerpt: Chapter 3, Child Development Facilities (Attachment L)	1987
4	D.C. Regulations	D.C. Child Development Facilities Regulations <a href="http://www.dhs.dc.gov">http://www.dhs.dc.gov</a>	2002
5	D.C. Regulations	D.C. Employees Child Care Facilities Act D.C. Law 6-169 (Attachment N)	1986
6	UDC Center for Applied Research	Child Care Services in District of Columbia District-Wide and by Wards (Attachment M)	2002
7	U.S. Department of Education	Planning Guide for Maintaining School Facilities <a href="http://www.edfacilities.org/rl/maintenance.cfm">http://www.edfacilities.org/rl/maintenance.cfm</a>	2003
8	D.C. DOH Health Regulations	Licensing Requirements for Child Development Center Check List (Attachment D)	2004
9	DC Law 11-118, DC Code §47-2861 et seq.	Clean Hands Before Receiving a License or Permit <a href="http://www.doh.dc.gov/form/clean_hands.shtm">http://www.doh.dc.gov/form/clean_hands.shtm</a>	1996
10	Industry	National Program for Playground Safety <a href="http://www.uni.edu/playground/home.html">http://www.uni.edu/playground/home.html</a>	2004
11	Public Law 42 U.S.C. §12101 et seq.	Americans with Disabilities Act <a href="http://www.usdoj.gov/disabilities.htm">http://www.usdoj.gov/disabilities.htm</a>	2004
12	Engineering Drawings	DMJM Engineering Drawings Pages A-105, A-125, A-355, A-356, A-421	2002
13	Engineering Specifications	Food Service Appliances - Section 11451 Laundry Appliances - Section 11452 Folding and Portable Platforms - Section 11062	2003
14	D.C. DHS/OECD	Level II Provider Agreement <i>Signed upon Award of CDC Provider Contract</i>	2004



### B.3 DEFINITIONS/ACRONYMS

- B.3.1 The **ANC** means the Advisory Neighborhood Commissions.
- B.3.2 The **Applicant** means the responsive organization/entity selected by the Review Panel to operate the UCC CDC, also referred to as the “Provider.”
- B.3.3 The **CDC** means Child Development Center.
- B.3.4 The **Center** means the Child Development Center.
- B.3.5 The **DCMR** means the District of Columbia Municipal Regulations.
- B.3.6 The **DHS** means the District of Columbia Department of Human Services, the administering agency for the grant to award the contract to the Provider to operate the CDC.
- B.3.7 The **DOH** means the District of Columbia Department of Health whose mission is to license the Provider to operate the CDC.
- B.3.8 The **DPR** means the District of Columbia Department of Parks and Recreation whose mission is to enhance the physical, mental, and social well-being of District residents by providing quality, customer focused leisure and recreation services in the District parks and in safe, attractive recreation facilities. DPR shall perform the initial playground certification, plus twice a year inspections of the playground and equipment.
- B.3.9 The **District** means the District of Columbia (DC), a municipal corporation. Additionally, the District means all authorized District agencies and their representatives having jurisdiction over the facility.
- B.3.10 The **Drawings** are the graphic and pictorial portions of the RFA showing design, location, and dimensions of the CDC, generally including plans, notes, elevations, sections, details, schedules and diagrams.
- B.3.11 The **EOM** is the Executive Office of the Mayor of the District of Columbia.
- B.3.12 The **Facility** means the entire Unified Communications Center (UCC) complex, including the CDC unless otherwise stipulated.
- B.3.13 The **Grant** means the monies awarded by DHS’ OGM in the form of start-up capital, start-up equipment, and utility fees to an organization that shall provide child care at the UCC CDC as outlined in the Program Scope in Section B of this RFA.
- B.3.14 **Inspections** mean duly authorized officials of the District having jurisdiction over, or responsibility pertaining to, any child development facility, after presenting official credentials of identification and authority issued by the District, shall have the right either with or without prior notice, to enter upon and into the premises of any child development facility licensed by the District. The



conduct of the authorized official shall be such that the entry and inspections shall take place with the least possible disruption to the program pursuant to DCMR 29, Chapter 3 §311.1.

- B.3.15 **LSDBE** means a business which has been certified as a Local, Small, Disadvantaged Business Enterprise (LSDBE) by the Office of Local Business Development (OLBD), <http://www.olbd.dc.gov>.
- B.3.16 The **NAECY** means the National Association for the Education of Young Children (NAEYC), <http://www.naeyc.org/>.
- B.3.17 The **NAECP** means the National Academy of Early Childhood Programs accredited through the NAECY.
- B.3.18 **OCTO** means the Office of the Chief Technology Officer (OCTO) whose mission in this project is the development and construction of the UCC.
- B.3.19 The **OECD** means the Office of Early Childhood Development (OECD) whose mission is to ensure that the government and private sectors are aware of and responsive to the child development and early education needs of the community. This is done on behalf of children and families and in partnership with the public and private sectors including all that are concerned with the future of children in the District of Columbia.
- B.3.20 The **OGM** means the Office of Grants Management (OGM), a component of the Department of Human Services (DHS), tasked with the grants development and Management Services Activities to provide grant acquisition and distribution services to the DHS' administrations and offices so they can increase and/or maintain services.
- B.3.21 The **OUC** means the Office of the Unified Communications whose mission shall be to implement the management structure and standards, and new technology to consolidate the communications agencies for Public Safety (911, 311), and Non-Public Safety (727-1000) calls and provide "command and control" functions of Police, Fire, Emergency Medical Services, Emergency Management Agency, and Public Services. The OUC has jurisdiction over the UCC.
- B.3.22 **Ownership and Use of Drawings, Specifications and Other Instruments of Service:** The Drawings, Specifications, and other documents are Instruments of Service through which the space for which the service rendered by the Provider is described. The Applicant may retain one record set. Neither the Applicant, nor any Subcontractor, subcontractor nor material or equipment supplier shall own or claim a copyright in the Drawings, Specifications and other documents. All copies of Instruments of Service, except the Applicant's record set, shall be returned or suitably accounted for upon award of the Grant. The Drawings, Specifications and other documents, and copies furnished to the Applicant, are solely with respect to this project.



- B.3.23 **Preventive Maintenance** is to be employed as a means to lengthen the life of the CDC and ensure maintenance funds are spent wisely. An effective comprehensive preventative maintenance program for the facility shall be administered by the governing District agency for the entire facility. However, preventive maintenance measures shall be coordinated and implemented in the CDC in accordance with the larger facilities management's group program. Internal preventive maintenance procedures shall be developed per the Planning Guide for Maintaining School Facilities.
- B.3.24 The **Provider** means the responsive organization/entity selected by the Review Panel to operate the UCC CDC, also referred to as the "Applicant."
- B.3.25 The **REGS** means Federal or District regulations.
- B.3.26 The **Review** means inspection of program, documents and facility for compliance by any duly authorized official of the District having jurisdiction over, or responsibility pertaining to the CDC.
- B.3.27 The **Review Panel** is an independent entity which shall consist of representatives with prior experience judging grant applicants. The review panel shall consist of representatives from the Office of Partnership and Grants (EOM), and shall be responsible for selecting the child care provider from responsive bidders to this RFA.
- B.3.28 The **Specifications** are that portion of the RFA Document consisting of written requirements for materials, equipment, standards, and workmanship for the CDC in performance of the operations of a child development center.
- B.3.29 The **UCC** means the Unified Communications Center. The UCC project is the construction of a state-of-the-art unified communication center in a neighborhood community that provides economic development and community revitalization benefits to Ward 8 and takes advantage of the consolidation of like functions, personnel, equipment and systems, provides cost benefits from consolidation, and improves service delivery and public safety to District citizens. The UCC is under the jurisdiction of the OUC. The UCC facility construction is managed by the District of Columbia Office of the Chief Technology Officer.
- B.3.30 **Ward** means a bounded area delineating one of the District of Columbia's eight (8) political jurisdictions (See Applicable Document # 1). The UCC Child Development Center is located in Ward 8.

#### B.4 DRAWINGS AND SPECIFICATIONS

- B.4.1 The Drawings are Instruments of Service through which the space for which the service rendered by the Provider is described. The Applicant may retain one record set. Neither the Applicant, nor any Subcontractor, subcontractor nor material or equipment supplier shall own or claim a copyright in the Drawings.



All copies of Instruments of Service, except the Applicant's record set, shall be returned or suitably accounted for upon award of the Grant to operate the UCC CDC. The Drawings and other documents, and copies furnished to the Applicant, are solely with respect to this project. (See Attachment J)

- B.4.2 The Specifications are that portion of this RFA Document consisting of written requirements for materials, equipment, standards for the CDC. If certain equipment, furnishings, and materials are not supplied by the UCC, then these shall be provided by the Provider in conformance with the Specifications. (See Attachment J).

## SECTION C- SUBMISSION OF APPLICATIONS

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### C.1 APPLICATION IDENTIFICATION

- C.1.1 A total of four (4) copies of the proposal must be submitted in an envelope or package. Attachment A should be affixed to the outside of the envelope or package. Of the four (4) copies, one (1) copy must be an original.
- C.1.2 **OECD will not forward the proposal to the review panel if the applicant fails to submit the required four (4) copies.** Telephone, telegraphic and facsimile submissions **will not be accepted.**

### C.2 APPLICATION SUBMISSION DATE AND TIME

- C.2.1 Applications are due no later than 2:00 pm, EST, on November 1, 2004. All applications shall be recorded upon receipt. **Applications accepted at or after 2:01 pm, EST, November 1, 2004, will not be forwarded to the review panel.** Any additions or deletions to an application shall not be accepted after the deadline of 2:00 pm, November 1, 2004. Applicants shall not be allowed to assemble materials in the lobby of the OECD. Applications must be ready for receipt by the OECD.
- C.2.2 Four (4) copies, including an original and three (3) copies, of the application **must be** delivered to the following location:

Office of Early Childhood Development  
717 14<sup>th</sup> Street, NW, Suite 1200  
Washington, DC 20005  
Attn: Barbara Ferguson Kamara



### C.3 MAIL/COURIER/MESSENGER DELIVERY

- C.3.1 Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the 2:00 pm, EST deadline on November 1, 2004, at the above location. Applications arriving via Messenger/Courier services at or after **2:01 pm will not be accepted** by the DHS/OECD.

### **LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL**

**NOTE:** OECD is located in a secured building. Applicants must allow time to sign in at the Security Guard's desk. OECD **will not** accept responsibility for delays in the deliver of the proposals to Suite # 1200. Because parking is extremely limited at this location, applicants are encouraged to take Metro to the Metro Center Station.

## **SECTION D- PROGRAM AND ADMINISTRATIVE REQUIREMENTS**

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### D.4 USE OF FUNDS

- D.4.1 Grant funds shall only be used to support activities outlined in the Program Scope of this RFA.
- D.4.2 Scholarship funds shall be based upon the monthly estimated CDC Utility Costs of three thousand (\$3,000) per month. In lieu of the payment of these utilities, these funds shall be set aside each month to be used for the express purpose of maintaining a scholarship fund which shall be maintained in an account designated by the DHS/OECD. These funds shall be audited on a monthly basis to ensure adherence to this policy.

### D.5 FINANCIAL DATA

- D.5.1 This RFA shall include the information that fully describes all aspects of the proposed operation of the UCC CDC. Line items D.5.7.1 through D.5.7.10 of this RFA are not meant to be all-inclusive and are noted only as a reminder to accurately read and provide all the information requested in this RFA in the format and manner required. Any applications which fail to adhere to these requirements shall be considered non-responsive.
- D.5.2 The budget information requested below shall be provided on the form attached to this RFA (Attachment H). The provider shall submit a detailed proposed budget for the first (1<sup>st</sup>) year of operation and projected budgets for the following two years. The proposal shall include a narrative description that explains all costs





proposed on the budget form and any exceptions or costs proposed which are in addition to those in the budget categories named. All proposed costs must be fully explained in the narrative description.

- D.5.3 The proposal shall include tuition rates per week for each age group. Subsidies and scholarships will lower the fees for eligible parents, but shall total the full tuition for the provider. Once a contract is awarded, annual tuition changes shall only be approved by the DHS/OECD. The provider shall make every attempt to enroll as many children as possible who qualify for available subsidies and scholarships. It is expected that the center shall be a Level II designated center by the District of Columbia government. The provider shall be prepared to collect financial information from parents and ascertain their eligibility. Employees of the UCC shall receive lower fees based upon subsidy eligibility.
- D.5.4 The provider shall enclose a copy of the most recent three (3) quarters corporate financial statements.
- D.5.5 The DHS/OECD shall be responsible for fundraising and administration of the tuition assistance program. It is the goal of the Board to provide tuition assistance to as many families as possible through fundraising, grants, and excess program income. The provider shall be aware of the significance of the tuition assistance/scholarship program and its role in the mission of the UCC CDC. A variety of public and private grant dollars are available for the use and benefit of the Center. It is expected that the provider shall provide significant support to the DHS/OECD Board in seeking such grants.
- D.5.6 The responsive applicant shall detail their experience in handling multiple funding streams. A detailed explanation shall be required to demonstrate how various funding streams shall be differentiated in the accounting process so that these figures/dollars shall be easily compiled into any required funding reports, e.g. Federal, DC government, various foundations and corporations, including the Board of Directors.
- D.5.7 In addition to the information required above, the proposal shall include the following:
  - D.5.7.1 A statement of the provider's profit or non-profit status and whether the company is privately or publicly held.
  - D.5.7.2 A description of the provider's corporate organizational structure, including the names of the corporate officers and board members.
  - D.5.7.3 The names and affiliations of individuals who serve on the organization's board of directors (if applicable).
  - D.5.7.4 An organizational chart which indicates the management team and the regional staff that would oversee the CDC.





- D.5.7.5 A description of the provider's experience operating a child care center.
- D.5.7.6 A description of the provider's experience operating employer-sponsored child care centers.
- D.5.7.7 The title and name of the contact person for this application.
- D.5.7.8 Three (3) local references from organizations which have recent experience with the provider's delivery of child care services. If the provider operates centers in Federal space, include the names and phone numbers of the board president and Federal agency liaisons.
- D.5.7.9 A list of centers operated by the provider that are currently NAEYC accredited. Include any centers that have been accredited but are not currently and this shall be clearly declared and explained.
- D.5.7.10 The names, addresses, and corporate sponsor, if applicable, of all child care centers previously or currently operated by the provider. In addition, in the case of corporate sponsored centers, the name, address, and telephone numbers of the corporate representative.

## **D.6 CERTIFICATIONS AND ASSURANCES**

- D.6.1 Applicants shall complete and return the Certifications and Assurances listed in Attachments B and C with the proposal submissions.

## **D.7 STAFF REQUIREMENTS**

- D.7.1 DHS/OECD views the Provider's ability to retain staff as vital to maintaining a quality, caring environment. Staff salaries, benefits, training, and working conditions should reflect a concern for the recruitment and retention of highly qualified personnel. The DHS/OECD expects the Provider to hire experienced, well-trained staff who are prepared to implement a high-quality, exemplary model.
- D.7.2 The staff ratio of staff to child shall always meet or exceed the DCMR, Section J, page 98 and NAEYC requirements, whichever is more stringent. Volunteers shall not be counted in the staff/child ratio.
- D.7.3 The applicant shall employ staff to meet the requirements, in terms of education and experience, of the NAEYC and the District of Columbia licensing regulations, whichever are more stringent. Classroom staffing patterns shall also be consistent with the NAEYC standards and the District of Columbia licensing regulations, whichever is more stringent.



- D.7.4 Administrative staff shall include at least a full-time director and a full-time assistant director, and a full-time secretary/bookkeeper.
- D.7.5 To assist with the diverse population that shall be attending the CDC, bilingual teachers shall be considered in the hiring process. Where needed, teachers must be designated to lead the various programs that may be funded by foundations (e.g., math, science, literacy). All staff members are employees of the Provider. The Provider shall ensure that all substitute or temporary staff are compliant with all licensure requirements for health and administrative record keeping, and shall provide security clearances for these staff members.
- D.7.6 The Provider and anyone hired by the Provider to work at the CDC, including Volunteers must be legally able to work in the U.S. and must be able to read, speak and understand English. The Provider and staff shall be required to undergo security clearances provided by the Mayor's Protective Services division. Failure to meet the security requirements shall automatically bar any individual from employment at the Center.
- D.7.7 The applicant shall maintain a complete written job description covering all positions funded through the grant, which must be included in the project files and be available for inspection on request. The job description shall include education, experience, and/or licensing/certification criteria, a description of duties and responsibilities, hours of work, salary range and performance documentation of work experience and personal references.
- D.7.8 The applicant shall maintain an individual personnel file for each project staff member which shall contain the application for employment, professional and personal references, security clearances, applicable credentials/certifications, records of required medical examinations, personnel actions including time records, signed statements of confidentiality, documentation of all training received, notation of any allegations of professional or other misconduct, applicant's action with respect to the allegations and the date and reason if terminated from employment. All of these personnel materials shall be made available to DHS/OECD upon request.
- D.7.9 Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the DHS/OECD.
- D.7.10 Applicant shall be required to provide Annual Health Exams and TB tests for staff and all staff shall be CPR-certified.
- D.7.11 All staff shall be certified for the proper handling of food. Food Safety Training and Certification shall be through the University of the District of Columbia (UDC) in coordination with the Food Protection Branch of the DC Department of



Health. Information on food service training programs shall be found at <http://www.universityofdc.org/detail.php?sid=19&aid=162>.

- D.7.12 All staff certifications shall be consistently current at all times and available for inspection and verification upon demand.
- D.7.13 The applicant shall provide orientation sessions for each staff member and volunteer with respect to administrative procedures, program goals, and policies and practices to be adhered to under the applicant agreement.
- D.7.14 Volunteers who have passed all screening requirements including security clearances shall be eligible for consideration to work in the CDC. With regard to volunteers, the applicant must illustrate, through program orientation that: (1) volunteers are subject to all rules and procedures with regard to confidentiality of information which are in effect for employees of the District of Columbia; (2) volunteers are not permitted to engage in political activities during the time voluntary services are being performed; and (3) volunteers are to remain under the direct supervision of the applicant throughout the program period.
- D.7.15 Applicants shall be required to provide an “Emergency Preparedness Plan” that deals with the threats of terrorism, “Code Red Days” when extreme heat causes the CDC to close. This plan shall include a communications plan for parents.
- D.7.16 The applicant shall maintain a current organizational chart that displays organization relationships and demonstrates who has responsibility for administrative oversight and clinical supervision over each priority service activity.
- D.7.17 Applicants shall be required to participate in an independent evaluation process that shall include parent and participant surveys, interviews and focus groups.
- D.7.18 The applicant shall be required to abide by the OUC policies and procedures pertaining to UCC facility.

## **D.8 CURRICULUM AND PROGRAM**

- D.8.1 The Provider shall provide high-quality, developmentally appropriate programs that promote the physical, social, emotional, and cognitive development of the young child while responding to the needs of the family. The program must encourage understanding of diversity. The Provider shall deliver a developmentally appropriate program consistent with the accreditation criteria of the National Academy of Early Childhood Programs (NAECP) of the NAEYC. The program shall meet or exceed the standards of the NAECP. The Provider shall deliver a program which shall become accredited within one (1) year of



opening date of the CDC and which consistently maintains accreditation thereafter.

- D.8.2 The Provider shall have a written discipline policy, which is distributed to all staff volunteers and parents. Proper techniques of guidance and discipline help each child develop a positive self-image and behave in a socially acceptable manner respecting the safety, rights and feelings of others. The policy shall be based on a positive approach that includes encouragement and praise for appropriate behavior.

## **D.9 FACILITY AND EQUIPMENT REQUIREMENTS**

- D.9.1 The applicant shall provide all supplies and services routinely needed for maintenance and operation of the facility, such as janitorial services and trash pick-up. Refer to Section D.9.7 for the means and method of equipment operation and maintenance.
- D.9.2 The Provider shall contract with a professional janitorial services and professional trash collector. These subcontractors must be licensed and bonded. Additionally, those employees of these subcontractors who have access to the CDC must pass all screening requirements applicable to any CDC employee or volunteer.
- D.9.3 Any trash dumpster for the UCC CDC shall be located on the UCC CDC property. The trash dumpster(s) for the UCC facility shall not be used by the CDC. The OUC facilities group shall pay for the removal of CDC trash. CDC trash disposal schedule shall coincide with the OUC trash removal and shall be coordinated through the OUC facilities group.
- D.9.4 The Provider shall be responsible for telephone installation, service and maintenance. Provider is responsible for the monthly phone service fees incurred at the UCC CDC.
- D.9.5 The Provider shall acknowledge receipt of all equipment, furnishings and materials, in writing to the District, and shall provide routine maintenance of all equipment, furnishings and materials. The Provider shall be responsible for any damage to the equipment arising from wrongful acts or acts of negligence and shall report any such damage to the appropriate District agency.
- D.9.6 Provider shall replace broken, damaged, or faulty equipment, furnishings and materials within thirty (30) calendar days to the satisfaction of the District.
- D.9.7 Heating/Cooling equipment, plumbing equipment (building operations equipment), shall be operated and maintained by the OUC facilities group.



However, it shall be the responsibility of the Provider to immediately contact the OUC facilities group when operations/maintenance issues arise.

- D.9.8 Inspections of the CDC building, equipment, and furnishings shall be performed by the District agencies with jurisdiction over the facility at least twice a year, but shall not be limited to this number.
- D.9.9 A physical internal security system, which shall be part of the adjoining UCC facilities security system includes:
  - D.9.9.1 Every exterior door and certain interior doors (passageways) have electronically controlled and monitored devices along with wall mounted card readers.
  - D.9.9.2 All exterior doors are monitored by Closed Circuit Television (CCTV) cameras.
  - D.9.9.3 The front and rear entrances have intercom units.
  - D.9.9.4 The receptionist area at the CDC has a CCTV monitor and keyboard for monitoring and allowing entrance.
- D.9.10 The District, through the OUC facilities group shall be responsible for maintaining the grounds. This shall include lawn care services and snow removal.
- D.9.11 The center shall have eleven (11) parking spaces plus one (1) handicap parking space. Of the total of twelve (12) parking spaces, two (2) parking spaces on-site shall be designated for the drop-off and pick-up of children.

#### **D.10 PERFORMANCE STANDARDS AND QUALITY ASSURANCE**

- D.10.1 The applicant shall monitor and evaluate the delivery of all services. At a minimum, the quality assurance program shall include a review of the appropriateness, quality, and timeliness of the services.
- D.10.2 The applicant shall participate in the evaluation of the project by appropriate internal staff and/or external evaluators with the assurance that client confidentiality shall be maintained. These activities may include, but are not limited to, site visits, client surveys, or other data collection activities.

#### **D.11 HEALTH, HYGIENE AND SAFETY**

- D.11.1 The applicant's proposal shall describe policies and procedures for assuring child health and safety. The written policies shall include, but are not limited to:
  - D.11.1.1 Communicable disease control;
  - D.11.1.2 Transporting children;



- D.11.1.3 Reporting suspected child abuse/neglect;
  - D.11.1.4 Reporting unusual incidents;
  - D.11.1.5 Release of Children to Adults other than Custodial Parents;
  - D.11.1.6 Blood borne pathogens policies training.
- D.10.2 The Provider shall ensure that staff members have training and where applicable, certification in First Aid, CPR that includes both infant and child resuscitation, and the prevention and detection of child abuse. Include proposed staff training for hygiene and safety issues.
- D.10.3 The Provider shall set up and maintain child security procedures, including procedures for receiving a child and releasing the child at the end of the care period. Include a plan for ensuring that the children are only released to their parents or an individual designated by their parents. This shall be done electronically via a computer sign-in/sign-out monitoring system. The plan shall meet, at a minimum, District of Columbia regulations.
- D.10.4 The Provider shall establish and maintain procedures to be used in emergencies and during other disruptive occurrences. Emergency phone numbers for poison control, fire, and emergency medical care shall be posted by each telephone in the CDC. A “safe haven” location for evacuation shall be established. Procedures for fire and other evacuations shall be in compliance with DC regulations.
- D.10.5 The Provider shall establish procedures for screening and isolating sick children, and to ensure that prescriptions and non-prescription medications are stored and administered according to the regulations mandated by the District of Columbia Department of Health (DOH) at <http://www.doh.dc.gov> in conjunction with the Center for Disease Control (CDC) at <http://www.cdc.gov>.
- D.10.6 Applicants shall be required to provide an “Emergency Preparedness Plan” that deals with the threats of terrorism, “Code Red Days” when extreme heat causes the CDC to close. This plan shall include a communications plan for parents.
- D.10.7 An approved Emergency Response Plan shall be filed with the DHS/OECD and the DOH Licensing Office.

## **D.11 REPORTS**

- D.11.1 The applicant shall submit monthly reports to the DHS/OECD Grant Administrator by the 10<sup>th</sup> day after the end of each month of service regarding the progress towards completion of tasks and requirements in the scope of services. Such reports must contain the following information in a format approved by the DHS/OECD Grant Administrator.



- D.11.1.1 Enrollment status by classroom, by parent's employers, and by Ward/County/City of residence;
  - D.11.1.2 Waiting list by age and parents' employers;
  - D.11.1.3 Number of families using the additional family services;
  - D.11.1.4 Staffing status;
  - D.11.1.5 Program status, including accreditation status; and
  - D.11.1.6 Occurrences of accidents and unusual incidents.
- D.11.2 The applicant shall submit monthly financial reports, using a budget format approved by DHS/OECD, which shall summarize income and expenditures for the CDC. The applicant must also provide financial information to the DHS/OECD on the families with children enrolled in the CDC for scholarship dissemination.
- D.11.3 The applicant shall submit to the DHS/OECD Grant Administrator at OECD a final report no later than the 30<sup>th</sup> day after expiration of the Grant Agreement, summarizing all service delivery data, accomplishments, issues and recommendations.
- D.11.4 The applicant shall report unusual incidents by the facsimile or telephone to the DHS/OECD Grant Administrator within twenty-four (24) hours of the event and in writing within five (5) days after occurrence. An unusual incident is an event which affects staff (Administrative Agency's employees or applicant's staff) or clients, which is significantly different from the regular routine or established procedures.

Examples include, but are not limited to unusual death, injury, unexplained absence of a client from a program, physical, sexual, verbal abuse of a client by staff or other clients, staff negligence, fire, theft, destruction of property, sudden serious problems in the physical plant, complaints from the target populations, requests for information from the press, attorneys, government officials outside DHS involved with the grant, client behavior requiring attention of staff not usually involved in their care.

## **D.12 RECORDS**

- D.12.1 The applicant shall keep accurate records of activities of the project. When delivering services, the applicant must maintain records reflecting initial and periodic assessments, if appropriate; initial and periodic service plans; and the ongoing progress of program activities.
- D.12.2 The applicant shall provide the DHS/OECD Grant Administrator, and other authorized representatives of the Department of Human Services and the District of Columbia Government, such access to project and financial records as may be





necessary for monitoring purposes. To ensure confidentiality and security, records should be kept in a locked file controlled by appropriate applicant staff.

- D.12.3 The applicant shall retain records for at least three (3) years following final closeout of the grant.

### **D.13 MONITORING**

- D.13.1 The DHS/OECD shall monitor and evaluate the performance of the applicant according to the scope of work and related service delivery standards set forth in the grant Agreement. The DHS/OECD grant administrator or his/her designee shall make periodic scheduled and unscheduled site visits to monitor the implementation of the scope of work and terms and conditions.
- D.13.2 Pursuant to DCMR 29, Chapter 3, §311.1, the District shall have the right either with or without prior notice, to enter upon and into the premises of any child development facility licensed by the District. The conduct of the authorized official shall be such that the entry and inspections shall take place with the least possible disruption to the program.
- D.13.3 The applicant shall provide the DHS/OECD Grant Administrator, and other authorized representatives of the District, such access to the CDC facility, records, clients and staff as may be necessary for monitoring purposes.
- D.13.4 DHS/OECD shall assign a staff person to monitor the project. The grant monitor shall review all written policies and procedures applicable to the project, review all monthly reports, conduct site inspections, and hold periodic conferences with the applicant to assess the applicant's performance in meeting the requirements of the grant agreement.

### **D.14 EVALUATION**

- D.14.1 The DHS/OECD Grant Administrator shall be authorized to assess the applicant's performance with respect to accomplishing the purposes outlined in the Program Scope. Specifically, the applicant's performance shall be assessed to determine the quality of services delivered and the applicant's ability to deliver services.

## **SECTION E - GENERAL PROVISIONS**

### **E.1 INSURANCE**

- E.1.1 The applicant when requested shall be able to show proof of all insurance coverage per this RFA. All applicants that receive awards under this RFA shall





show proof of insurance prior to receiving funds. The Provider shall provide and keep in force at its own cost and expense at a minimum of the following coverage, as well as any other coverage required by the grant.

- E.1.1.1 General Liability, Business Personal Property, and Sexual and Physical Abuse Insurance – minimum \$1,000,000.
- E.1.1.2 Worker’s Compensation Insurance – statutory requirements.
- E.1.1.3 Excess Liability Coverage Insurance – minimum - \$1,000,000.
- E.1.1.4 Student Accident coverage providing medical coverage for students who are injured at the Center, on an excess basis to their health insurance.
- E.1.1.5 Comprehensive automobile liability insurance including hired and non-hired auto with minimum liability of \$1,000,000 combined single limit. Such insurance shall cover the Center when a privately owned vehicle is used for purpose of official business, such as picking up necessary supplies.
- E.1.1.6 Employee Dishonesty Coverage – minimum \$100,000.
- E.1.1.7 General: All policies or certificates issued by the respective insurers for insurance shall provide that such policies or certificates shall not be cancelled or materially changed without at least thirty (30) days prior written notice. The DHS/OECD shall be named as additional insured on all policies.

## **E.2 AUDITS**

- E.1.2 At any time or times before final payment and three (3) years thereafter, the District may have the applicant’s expenditures statements and source documentation audited.

## **E.3 NONDISCRIMINATION IN THE DELIVERY OF SERVICES**

- E.1.3 In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or subjected to discrimination under, any program activity receiving Child Care and Development Block Grant funds.

## **E.2 TERMINATION OF CONTRACT**

- E.2.1 The DHS/OECD reserves the right to terminate the provider’s operation of the CDC if the provider fails to:



- E.2.1.1 Operate the CDC in accordance with the terms and conditions of its contract with the DHS/OECD including compliance with terms and conditions of the OUC donated space.
  - E.2.1.2 Obtain or maintain the necessary licenses to operate the child development center; or
  - E.2.1.3 Obtain NAEYC accreditation within one (1) year after commencement of operations.
- E.2.2 The DHS/OECD also reserves the right to terminate the contract if DHS/OECD loses funding or the legal right to occupy the space. The right of the DHS/OECD to terminate this contract for the reasons above shall be exercised to the provider in writing within thirty (30) days notice. However, in a case of a serious security violation or safety threat to the children and/or staff, the DHS/OECD shall terminate the contract immediately.

## SECTION F - REVIEW AND SCORING OF APPLICATIONS

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### F.1 REVIEW PANEL

- F.1.1 The review panel shall be composed of District government representatives from DHS/OECD and OGM.

### F.2 SCORING CRITERIA

- F.2.1 The evaluation of applicants' proposals shall be based on technical and price factors as described below. Award of a grant shall be made to the applicant whose proposal offers the best value from a technical and price standpoint. Technical factors in aggregate are significantly more important than price. The results of the evaluations of both the technical and cost proposal shall be used to determine the competitive range and ultimately in the selection of the successful applicant.

### F.3 TECHNICAL EVALUATION CRITERIA (On 100 Point Scale):

- F.3.1 The review panel shall consider all proposals submitted using the following criteria in its evaluations. Applicants shall provide information which adequately addresses all of the following items. The evaluation will consider both the technical and price proposal.
- F.3.2 **FACTOR A – Past Performance and Experience of Applicants (0-30 Points)**



**Past Performance:** This factor considers the extent of the applicant's past performance within the last 10 years, in achieving a high degree of customer satisfaction. Evaluation of this factor will be based on previous Clients' assessment of the quality and quantity of the Applicant's performance in operating child development center of comparable size and complexity. The currency and relevance of the information submitted, source of information, context of the data, and general trends in the applicant's team's performance shall be considered.

The review panel shall utilize a form (or questionnaire) for collecting and assessing past performance information. In the case of an Applicant without a record of relevant past performance or for whom information on past performance is not available, the Applicant shall not be evaluated favorably or unfavorably on past performance, but shall receive a "neutral score."

**Experience:** This factor considers the extent of the Applicant's experience within the last 10 years in successfully operating a child development center of comparable size, type, requirements and complexity to this RFA. The evaluation team will favor Applicant's whose proposed activities and work plan shall result in the accomplishment of project objectives, and are consistent with program requirements presented in the Program Scope, i.e., marketing and admissions plans, parent involvement, etc.

**F.3.3 FACTOR B – Organizational Capability and Relevant Experience  
(0-30 Points)**

**Past Performance:** This factor considers the extent of the applicant's past performance within the last 10 years, in achieving a high degree of customer satisfaction. Evaluation of this factor will be based on previous Clients' assessment of the quality and quantity of the Applicant's performance in operating child development center of comparable size and complexity. The currency and relevance of the information submitted, source of information, context of the data, and general trends in the applicant's team's performance shall be considered.

The applicant demonstrates the knowledge and experience necessary to provide child care to infants and toddlers in accordance with all applicable local and national standards and regulations.

- F.3.1.1 Cultural competency and appropriateness (racial, ethnic, economic, gender, age, disability, etc.) of services are demonstrated.



- F.3.1.1.1 Applicant has demonstrated an understanding of issues affecting infants and toddlers and their families.
- F.3.1.1.2 Language issues are addressed through the availability of staff with appropriate communications skills, including Spanish.
- F.3.1.1.3 Applicant demonstrated knowledge of the District of Columbia child care subsidy program and associated eligibility determination.  
**(15 Points)**

F.3.1.2 Capacity to administer the proposed program is demonstrated. Applicant is an organization/entity located in Ward 8 and is a District Certified LSDBE vendor.

- F.3.1.2.1 The applicant meets all applicable licensure and certification requirements for staff and facilities.
- F.3.1.2.2 Proposed staffing, supervision, management and quality control mechanisms shall promote effective and efficient service delivery.
- F.3.1.2.3 Applicant shall aggressively recruit and train employees from the Ward 8 community, who conform and meet all the standards and requirements to work in the UCC CDC.  
**(15 Points)**

**F.3.4 FACTOR C – Sound Fiscal Management and Reasonable Budget  
(0-10 Points)**

- F.3.4.1 This factor includes an evaluation of the price/budget proposed by the Applicant for performing all the requirements of the contemplated contract as set forth in the RFA. Price/budget proposal shall be evaluated for reasonableness, which shall be determined by price analysis and price inter-comparison.
- F.3.4.2 The sum of the total proposed budget for the entire period of potential contract performance will not be the sole deciding factor in the award. The budget shall also be considered in terms of its realism, and its consistency with the Technical Proposal. The weight of the budget as an evaluation factor is not readily subjected to a strict numerical equivalent, for composite technical/price analysis of the Applicant's submitted in response to this RFA. Therefore, the review panel shall apply its collective business judgment to the evaluation of the relationship between technical and budgetary aspects within each applicant, and



between competing submissions. This evaluation and analysis shall be performed by the review team to determine which Applicant constitutes the best value to the District.

- F.3.4.3 The applicant provides evidence of sound fiscal management and financial stability through the submission of audited financial statements and/or tax returns. Cost and budget realism is reflected in the difference between an Applicant's proposed cost and the District's determination of the most probable costs that would be incurred by the RFA requirements. Differences between the proposed costs and the most probable costs may reflect an attempt to buy-in or a lack of understanding of the requirements. Lack of cost realism may be reflected in the results of the overall evaluation.
- F.3.4.4 The applicant demonstrates that the proposed budget is reasonable, realistic and shall achieve project objectives. Applicants included tuition rates and other revenue sources in its budget form and budget narrative.
- F.3.4.5 The compensation levels proposed shall reflect a clear understanding of work to be performed. Proposed labor rates, if any, shall be fully burdened and take into account the differences in skills, the complexity of various technical areas, and job difficulty.
- F.3.4.6 Applicant demonstrates its ability to financially sustain the project.

**F.3.5 FACTOR C – Key Project Personnel**  
**(0-30 Points)**

- F.3.5.1 This evaluation factor considers the education, experience, knowledge, past performance, necessary skills and expertise of the key personnel directly assigned to the project.

The key personnel identified below shall be evaluated on their specific experience and past performance operating a child development center of similar size and complexity for the District of Columbia Government. The evaluation team will favor Applicant's team whose members have all of the required licenses and certifications and current experience working in a child development center. Key personnel shall also be evaluated on their ability to properly schedule and manage personnel (including volunteers and subcontractor(s) if applicable) associated with the applicable day-to-day work and required deliverable. In addition, this factor shall take into account the Applicant's tangible ability and demonstrated commitment to deliver the specific personnel that have been successful on previous relevant projects and that are



proposed for work on this grant. The review panel shall contact listed references and utilize form (or questionnaire) to assess each proposed key staff member's skills and qualifications.

Examples of key personnel to be proposed by the Applicant include:

- F.3.5.1.1 Director
- F.3.5.1.2 Assistant Director
- F.3.5.1.3 Teachers
- F.3.5.1.4 Assistant Teachers

#### **F.4 DECISIONS ON AWARDS**

F.4.1 The award of any grant resulting from this RFA is subject to the following provisions:

- F.4.1.0.1 DHS/OECD may award a grant resulting from this RFA to the responsive, responsible Applicant whose proposal, conforming to the requirements of this request for applications is considered most advantageous, price and other factors specified elsewhere in this RFA considered, unless all submissions are rejected.
- F.4.1.0.2 DHS/OECD may, at its discretion (1) reject any or all applicants, (2) accept other than the lowest priced proposal, and (3) waive informalities and minor irregularities in proposal received.
- F.4.1.0.3 DHS/OECD may make an award on the basis of initial applications received, without discussions or oral interviews. Therefore, each proposal should contain the Applicant's best terms.
- F.4.1.0.4 DHS/OECD reserves the right to decline to award any grant whatsoever.
- F.4.1.0.5 The maximum dollar value of the Grant shall be \$150,000 which shall be utilized for start-up costs only.

### **SECTION G – PROPOSAL FORMAT**

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#### **G.1 PROPOSAL FORMAT**

G.1.1 Applicants are required to follow the format below and each proposal shall contain the following information:

- G.1.1.1 Applicant Profile (**See Attachment A**)



- G.1.1.2 Table of Contents
  - G.1.1.3 Proposal Summary (**3 pages**)
  - G.1.1.4 Project Narrative (**20 pages**)
  - G.1.1.5 Organizational Experience and Qualifications of Applicant (**2 pages**)
  - G.1.1.6 Project Work Plan  
(**Not counted in page total, See Attachment E**)
  - G.1.1.7 Staffing Plan  
(**Not counted in page total, See Attachment F**)
  - G.1.1.8 Program Budget and Budget Narrative  
(**Not counted in page total, See Attachment G**)
  - G.1.1.9 Certifications and Assurances  
(**Not counted in page total, See Attachments B and C**)
  - G.1.1.10 Appendices (Resumes, Organization Chart, Position Descriptions)  
(**Not counted in page total**)
- G.1.2 The number of pages designated for each section is a recommendation. Applicants should feel free to submit fewer or more pages than recommended for that section. However, the maximum number of pages for the total proposal **cannot exceed 25 double-spaced pages on 8 ½ by 11-inch paper. Margins shall be no less than 1 inch and a font size of 12-point is required (New Times Roman or Courier type recommended). Pages should be numbered. The review panel shall review applications that do not conform to these requirements.**

## G.2 DESCRIPTION OF PROPOSAL SECTIONS

- G.2.1 The purpose and content of each section is described below. Applicants shall include all information needed to adequately describe their objectives and plans for services. It is important that the proposals reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.



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- G.2.2 **Applicant Profile:** Each application must include an Applicant Profile (**Attachment A**), which identifies the applicant, type of organization, project service area and the amount of the grant funds requested.
- G.2.3 **Table of Contents:** The Table of Contents shall list major sections of the proposal with quick reference pages indexing.
- G.2.4 **Proposal Summary:** This section of the application shall be brief and serve as the cornerstone of the proposal. The proposal summary shall highlight the major aspects of the proposed services that are discussed in depth in other sections of the proposal.
- G.2.5 **Project Narrative:** This section of the application shall contain the narrative that justifies and describes the project to be implemented.
- G.2.6 **Organization, Experience and Qualifications of Applicants (2 Pages):** The applicant shall provide detailed information on the qualifications and experience of project staff to demonstrate the organization's capability to provide the services described in the RFA. The applicant shall list the key personnel who shall be assigned to the proposed project and state the percentage of time each will devote to the project in total.
- G.2.7 **Program Budget and Budget Narrative:** Standard budget forms are provided in Attachment G. The budget for this proposal shall contain detailed, itemized cost information that shows personnel and other direct and indirect costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative shall clearly state how the applicant arrived at the budget figures.
- G.2.7.1 *Personnel:* Salaries and wages for full and part-time project staff shall be calculated in the budget section of the grant proposal. If staff members are being paid from other sources of funds, their time on the project shall be referred to as donated services (i.e., in-kind, local share and applicant share). Applicants should include any matching requirements, either case or in-kind.
- G.2.7.2 *Non-Personnel:* The costs general include expenditures for space—rented or donated—and shall be comparable to prevailing rents for newly constructed facilities in the surrounding geographic area. Applicants shall also add in the cost of utilities and telephone services directly related to the grant activities, maintenance services (if essential to the program) and insurance on the facility.
- G.2.7.3 Cost for rental, lease and purchase of equipment shall be included, listing office equipment, desks, copying machines, word
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processors, etc. Cost for supplies such as paper, stationary, pens, computer diskettes, publications, subscriptions and postage shall also be estimated.

G.2.7.4 All transportation-related expenditures shall be included, estimates on staff travel, pre-approved per diem rates, ground transportation, consultant travel costs, employee reimbursement and so forth.

G.2.7.5 *Indirect Costs:* Indirect costs are costs that are not readily identifiable with a particular project or activity but are required for operating the organization and conducting the grant-related activities it performs. Indirect costs encompass expenditures for operations and maintenance of building and equipment, depreciation, administrative salaries, general telephone service and general travel and supplies.

G.2.8 **Certifications and Assurances:** Applicants shall provide the information requested in **Attachment B** and **Attachment C** and return them with the applications.

G.2.9 **Appendices:** This section shall be used to provide technical material, supporting documentation and endorsements. Such items may include:

- G.2.9.1 Audited Financial Statements
- G.2.9.2 Indications of non-profit or for-profit corporation status;
- G.2.9.3 Roster of the Board of Directors;
- G.2.9.4 Proposed Organization Chart for the project;
- G.2.9.5 Organizational Budget (as opposed to project budget);
- G.2.9.6 Staff Resumes; and
- G.2.9.7 Planned Job Descriptions.



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## **SECTION H – LIST OF ATTACHMENTS**

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<b>Attachment A</b>	<b>Applicant Profile</b>
<b>Attachment B</b>	<b>Certifications</b>
<b>Attachment C</b>	<b>Assurances</b>
<b>Attachment D</b>	<b>DOH Licensing Checklist</b>
<b>Attachment E</b>	<b>Original Receipts</b>
<b>Attachment F</b>	<b>Work Plan</b>
<b>Attachment G</b>	<b>Staffing Plan</b>
<b>Attachment H</b>	<b>Budget</b>
<b>Attachment I</b>	<b>Applicant Question Sheet</b>
<b>Attachment J</b>	<b>Engineering Drawings</b>
<b>Attachment K</b>	<b>Engineering Specifications</b>
<b>Attachment L</b>	<b>DCMR 29, Chapter 3</b>
<b>Attachment M</b>	<b>DC Child Care Profiles</b>
<b>Attachment N</b>	<b>DC Law 6-169</b>

**ATTACHMENT A**

**APPLICANT PROFILE**

**Applicant Name:** \_\_\_\_\_

**TYPE OF ORGANIZATION**

For-Profit \_\_\_\_\_ Non-Profit Organization \_\_\_\_\_ Other \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone/Fax:** \_\_\_\_\_

**Program Descriptions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BUDGET**

**Total Funds Requested:** \$ \_\_\_\_\_

**ATTACHMENT B****GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Office of the Chief Financial Officer****Certifications Regarding  
Lobbying; Debarment, Suspension and Other Responsibility  
Matters; and Drug-Free Workplace Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying” and 28 CFR Part 67, “Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants).” The certifications shall be treated as a material representation of fact.

**1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code. and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Standard Form III, “disclosure of Lobbying Activities,” in accordance with its instructions;
- c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including sub grants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly.

**2. Debarment, Suspension, And Other Responsibility Matters (Direct Recipient)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510----

**A. The applicant certifies that it and its principals:**

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) Are not presently indicted for or other criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

**B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.****3. Drug-Free Workplace (Grantees Other than Individuals)**

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620-----

**C. The applicant certifies that it will or will continue to provide a drug-free workplace by:**

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibitions;
- b) Establishing an on-going drug-free awareness program to inform employees about---
  - 1. The dangers of drug abuse in the workplace;
  - 2. The applicant's policy of maintaining a drug-free workplace;
  - 3. Available drug counseling, rehabilitation, and employee assistance programs; and



- 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**
- c) Making it a requirement that each employee be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**
- d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-----**
  - 1. Abide by the terms of the statement; and**
  - 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;**
- e) Notifying the agency, in writing, within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Early Childhood Development, 717 14<sup>th</sup> Street, NW, Suite 1200, Washington, DC 20005. Notice shall include the identification number(s) of each affected grant;**
- f) Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted---**
  - 1. Taking appropriate personnel action against such an employee, up to an including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or**
  - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;**
  - 3. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).**
- D. The applicant may insert in the space provided below the sites for the performance of work done in connection with this grant:**

**Place of Performance (Street address, city, county, state, zip code)**



**Drug- Free Workplace ( Grantees who are Individuals)**

**As required by the Drug- Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67 and 67.620 –**

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and**
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:**

**Office of the Unified Communications Center  
2720 Martin Luther King, Jr., Avenue, SE  
Washington, DC 20032**

**As the duly authorized representative of the applications, I hereby certify that the applicant will comply with the above certifications.**

---

**1. Grantee Name and Address**

---

**2. Application Number and/ or Project Name**

---

**3. Grantee IRS/ Vendor Number**

---

**4. Typed Name and Title of Authorized Representative**

---

**5. Signature/ Date**



## **ATTACHMENT C**

### **ASSURANCES**

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements- 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally- assisted project.

Also, the Application assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants (5 USC 1501, et. seq.).
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal- sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.





8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA>.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, Stat. 975, approved December 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance," includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. Seq.). By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register Historic Places that are subject to adverse effects (see 36 CFR Part 800.0) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42. Nondiscrimination/ Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Program.
12. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789 (d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Education Amendments of 1972; and the Age Discrimination Act of 1975.



13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice Programs.
14. It will provide an Equal Employment Opportunity Program is required to maintain one, where the application is for \$500,000 or more.
15. It will comply with the provisions of the Coastal Barrier Resources Act (P.L 97-348), dated October 19, 1982, (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

---

**Signature/ Date**

**ATTACHMENT D****LICENSING REQUIREMENTS FOR CHILD DEVELOPMENT CENTER CHECKLIST**

Check each of the following as you go along:

1. Attend the child development center licensing orientation or meet with a Licensing Specialist. ☐
2. Select a location and obtain a Certificate of Occupancy from the Department of Consumer and Regulatory Affairs, Building and Land Regulation Administration, Zoning Division at 941 North Capitol Street, NE, 2<sup>nd</sup> floor. ☐  
**Note:** If you intend to apply for a 24- hour child development center license, you must inform the Zoning Division when you apply for the Certificate of Occupancy.
3. Submit a Child Development Center Application, Clean Hands Act Certification, (3) Reference letters for the Director and a pre-inspection fee of \$65.00 to the District of Columbia Department of Health, Child and Residential Care Facilities Division (C&RCFD). **Note:** If you plan to be incorporated, you must submit an original Certificate of Good Standing (valid for 30 days) from the Department of Consumer and Regulatory Affairs, at 941 North Capitol Street, NE. ☐
4. A Licensing Specialist will call within (10) days, and schedule an appointment to conduct an on-site inspection. At this time, you will receive a written report of corrections to be made and additional requirements. ☐
5. A Licensing Specialist will facilitate the Fire Protection and Lead- Based Paint Inspections. A representative from each division will call to set up an appointment to conduct an on-site inspection. ☐
6. Prepare and submit a Fire Evacuation Plan (narrative and diagram) to be approved by the Department of Consumer and Regulatory Affairs, Building and Land Regulation Administration, 941 North Capitol Street, NE, 2<sup>nd</sup> floor. A copy of this document must be given to the Licensing Specialist. ☐
7. Obtain a Certificate of Lead-Based Paint Compliance. A Certificate will be issued by the Department of Health, Environmental Health Administration, lead Poisoning Prevention Division, 51 N Street, NE, 3<sup>rd</sup> Floor. ☐
8. Recruit staff; submit complete health certificates and credentials (resumes and transcripts with the college or university's seal) of director and teachers to the C&RCFD for review and approval. **Note:** *You must include staffing information for evening and nighttime care for review to qualify for a 24- hour child development center license. Obtain First Aid and CPR Certification. A person who is certified in First Aid and CPR must be present with the children at all times. Note: If you intend to apply for a 24- hour child development center license, you must have a staff person who is certified for First Aid and CPR on duty at all times.* ☐



9. Obtain and submit a Food Handling Certificate. Information is available at the Bureau of Food, Drug and Radiation Protection on 202-535-2180. Note: A certified food handler must be present when preparing and serving meals. Snacks for children. ☐
10. Submit sample menus following the USDA Child and Adult Care Food Program Meal Pattern to the C&RCFD for review and approval. Note: See additional requirements for evening and nighttime care if you intend to apply for a 24- hour child development center license. ☐
11. Develop and submit your program and policy statement to the C&RCFD for review and approval. ☐
12. Submit a daily activity schedule for each group to the C&RCFD for review and approval. Note: See additional requirements for evening and nighttime care if you intend to apply for a 24- hour child development center license. ☐
13. Purchase developmentally appropriate toys, manipulative, equipment, cots/ cribs and on/ off premise first aid supplies. Note: Facility must have adequate supplies for the number of children enrolled. ☐
14. Set up program learning/ activity areas for children. ☐
15. Identify individual storage space for children. ☐
16. Obtain complete copies of applicable forms for children and maintain in individual files (to include Registration Record, Authorization for Emergency Medical Treatment and a current Health Certificate. ☐
17. Correct all deficiencies that were given during inspections. ☐
18. A Licensing Specialist will call and schedule an appointment to conduct a follow-up inspection with 60 days to ensure that all requirements are met. ☐

When all licensure requirements are met, a child development center license will be issued after a payment of the licensure fee. The hours of operation and the ages of children to be cared for will be issued according to your request on the application. The center's licensure fee depends on the licensed capacity of the center.

Your child development center license must be renewed every year. You must have a child development center license before you can take care of children or you may be fined more than \$650.00 for providing child care without a license.



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**ATTACHMENT E**

**OFFICE OF EARLY CHILDHOOD DEVELOPMENT  
717 14<sup>th</sup> Street, NW, Suite 1200  
Washington, DC 20032**

**SUBMISSION RECEIPT  
UCC Child Development Center Operation  
RFA #: 1101-05**

THE OFFICE OF EARLY CHILDHOOD DEVELOPMENT (OECD) IS IN RECEIPT OF A PROPOSAL FROM:

---

(Contact Name/ Please Print Clearly)

---

(Organization Name)

---

(Address, City, State, Zip Code)

---

(Phone/ Fax)

---

(Program Title)

---

(Amount Requested)

**OECD USE ONLY:**

**Please Indicate Time:**

ORIGINAL and \_\_\_\_\_ COPIES

RECEIVED ON THIS DATE \_\_\_\_\_ / \_\_\_\_\_ / 2004

Received by: \_\_\_\_\_

**PROPOSALS RECEIVED AFTER 2:00PM  
WILL NOT BE FORWARDED TO THE REVIEW PANEL.**

**ATTACHMENT F**

**WORK PLAN**

Organization:		Submission Date:			
Budget \$:		Telephone #:			
<b>Measurable Objectives/ Activities</b>					
1. Objective:					
Activities:		1 <sup>st</sup> Q	2 <sup>nd</sup> Q	3 <sup>rd</sup> Q	4 <sup>th</sup> Q
2. Objective:					
Activities		1 <sup>st</sup> Q	2 <sup>nd</sup> Q	3 <sup>rd</sup> Q	4 <sup>th</sup> Q

**Please make copies if necessary**



---

**ATTACHMENT G**

**STAFFING PLAN**

Organization: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

NAME	POSITION TITLE	FILLED/ VACANT	ANNUAL SALARY	% OF EFFORT	START DATE

**Director's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_





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**ATTACHMENT H**

**BUDGET**

Organization: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

CATEGORY	ADMINISTRATION	PROGRAM SERVICE	TOTAL
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Other			
Subtotal Direct Costs			
Indirect/ Overhead			
TOTAL:			



**ATTACHMENT I**

**UNIFIED COMMUNICATIONS CENTER  
CHILD DEVELOPMENT CENTER OPERATION  
RFA#: 1101-05**

**APPLICANT QUESTION SHEET**

**INSTRUCTIONS:**

Please fully complete this form and submit to: District of Columbia, DHS/OECD  
ATTN: Diane Paige, (Fax) 724-7229

**APPLICANT INFORMATION:**

Company Name: _____	City/ State: _____
Contact Person: _____	Tele No.: (____) _____

**REFERENCE INFORMATION:**

Section No. _____
Sub-No. (Pg#, Paragraph) _____

**QUESTION:**


**Note:**

1. Applicants are reminded that questions such as the above do not amend the RFA. The RFA may only be amended by a duly authorized written amendment.
2. Applicants (and subcontractors, etc) may ask questions provided such questions are put in writing on this form and delivered to the District. The District does not guarantee that all questions will be answered before time for receipt of proposals.



## **ATTACHMENT J**

### **ENGINEERING DRAWINGS AND SPECIFICATIONS**

In reviewing the attached Engineering Drawings and Specification, please note the items listed below which the District is entitled to and shall be supplied by either the General Contractor or the Applicant as specified.

The General Notes portion on Drawing A-125 indicates that items Not In the Contract (nic) are shaded. This would apply to the following items:

1. Cubbies at two (2) locations on Level C1 and four (4) locations on Level C2, and a stage in Multipurpose Room C205.
2. Room C204 (Preschool #1) – eleven (11) typical cubbies, two (2) corner cubbies
3. Room C204 (Preschool #2) – sixteen (16) typical cubbies, one (1) corner cubbie
4. Room C104 (Younger Toddler) – thirteen (13) typical cubbies, one (1) corner cubbie
5. Room C104 (Older Toddler) – sixteen (16) typical cubbies, one (1) corner cubbie
6. Room C107 (Cubbies) – twenty-four (24) typical cubbies

There are a total of eighty (80) typical cubbies and five (5) corner cubbies graphically indicated which shall be built according to specification and standards which the District shall supply.

The District is entitled to by the UCC Construction Contractor the following items which shall be installed in the CDC during construction:

1. Room C207 – two (2) washers, two (2) dryers
2. Room C209 – six (6) chairs, one (1) table
3. Room C202 – seven (7) chairs, one (1) table, one (1) desk
4. Room C102 – six (6) chairs
5. Room C103A – one (1) chair
6. Room C207 – two (2) washers, two (2) dryers
7. Room C109 – one (1) refrigerator